

**Task Code 037: PROCEDURES FOR THE PREPARATION OF DRAFT PROJECT
DECISION/RESOLUTION AND PROJECT FINDINGS**

PURPOSE

To get prepared to bring the project to hearing/decision and ensure all issues are resolved prior to moving forward with a hearing.

OUTLINE OF PRIMARY STEPS

Completed by Project Manager

- Gather Information to Ensure Project is ready for hearing and to prepare for resolution/decision writing/hearing. Information to include: the CEQA completion transmittal memo, revised conditions from the Specialists and other Departments, Facility/Service letters, evidence of Stormwater Management Plan approval, and any waivers that will be granted, along with substantial evidence in support of any such waiver
- Determine the decision making authority
- Prepare Findings to approve or deny the project
- Determine if an Indemnification Agreement is needed
- Identify Applicable Community Planning Group Recommendations
- For projects with a previously approved decision/resolution: Obtain a signed copy of the previously approved decision/resolution
- Obtain the latest accepted version of Map or Plot Plan